

SecuritySmart

COMPUTER USER RESPONSIBILITIES

Computer users are the most important component of the Laboratory's cyber security program. Heeding the following guidelines will help you protect the Laboratory's information assets.

Computer User Responsibilities

- Get to know your Organizational Computer Security Representative (OCSR) and Cyber Systems Security Officer (CSSO). Visit http://int.lanl.gov/security/cyber/docs/ocsr_issu_list.xls
- Complete the user registration process: <http://int.lanl.gov/security/cyber/registration.shtml>
- Complete required cyber security training:
<http://int.lanl.gov/security/cyber/training/training.shtml>
- Ensure computer resources are used for official use only.
- Understand and implement minimum computer protections as stated in the protection profiles generated when you complete your user registration. Implement greater protections as required by data sensitivity.
- Know the sensitivity level of the data you process and how to protect that data.
- Understand the "need-to-know" concept before you share information with others.
- Recognize when a computer security incident has occurred and promptly report it to your OCSR and line manager.

Minimum Computer Protections

- Implement Laboratory password guidelines for all of your accounts and your screensaver:
<http://int.lanl.gov/security/cyber/access/passwords.shtml>
- Enable screensaver protections whenever you're away from your computer.
- Display the official DOE warning banner on all computer systems:
<http://int.lanl.gov/security/cyber/access/banner.shtml>
- Lock your office door when you're out of the office.
- Ensure virus protection software is installed on your system(s) and update definition files at least weekly. Online updates may be done, but your computer must be attended during the update.
- Use approved methods to complete regular backups of your data.
- Ensure that you have licenses (or proof of legal ownership) for all your applications; the use of non-LANL provided software must be approved prior to installation.
- Follow the established guidelines for destroying data and salvaging computer equipment. Coordinate these activities with your OCSR and property representative.

For more information, also see the Security Smart on Protecting Your Computer:
http://int.lanl.gov/security/documents/security-smart/protect_comp0508.pdf

Resources

Cyber Security Website: <http://int.lanl.gov/security/cyber/>
Contact: cybersecurity@lanl.gov, 665-1795